**Instructions for extracting a ZIP file (using Windows 7)**

This tutorial is for a Windows 7 computer, with zip utility software such as 7-Zip or WinZip installed. 7 Zip Is free open source software, WinZip allows a free 45 day evaluation period before it must be purchased. Both programs work in a similar way.

1. Download the file from the LSERO record. Either:

1. Click on the ‘download’ link to download it to your web browsers default location, or
2. Right click over the ‘download’ link and choose ‘save link as’. This will allow you to download the file to a location of your choice. This may be the easier option for the next step.
3. Navigate to the folder where the zipped download file is stored. You will see one of the following icons, either a folder with a zip through it, or a vice icon if you are using WinZip. Both indicate that the folder needs unzipping.

 

1. Right click on the zipped folder. The menu should offer you an option called ‘extract all’. Click on this. A new folder will be created with the same name as the source file. Click on ‘extract’. As you are working with a large file, the extraction process might take a minute or two.
2. You will now see the original file (left) and the new unzipped folder (right):

 

You can delete the zipped file, which you don’t need anymore. This will save space on your hard drive.

1. Now open the new folder. When you click on sections of the ‘contents.PDF’, it will navigate you to the relevant section of the data set.